

	Branch In- charge		Document Number: JD-OPS-09.30
	Job Description		Revision No 0
	Department: Branch	Effective Date: May 22, 2017	

I Reason for Existence

Contributes to the growth and profitability of the Company by maximizing the generation of the branch revenue in providing a efficient service solutions to the customers.

II Duties and Responsibilities

1. Establish and maintains a system that identifies market needs and customer requirements in the branch.
2. Recommend steps needed to increase and protect the market base of the company.
3. Responsible for the improvement of revenue through the promotion of company's image of the branch in coordination with Sales and Marketing Departments.
4. Responsible in the attainment of revenue and collection targets through the execution of efficient revenue collection in the branch.
5. Recommend process improvements and develop policy statements to be used as guide in order to strengthen business controls, improve operations and reduce costs.
6. Ensure that systems and procedures are effectively implemented and monitored and deviates are corrected and continuously improved to meet customer's needs and expectations.
7. Establish good relationship with suppliers, service providers and government agencies in meeting customer's needs and expectations.

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8. Ensure compliance and strict adherence to company's standards, policies and procedures as well as agreed work performance.
9. Perform any other function as assigned by his/her immediate leader.

III Minimum Qualifications

1. Graduate of any four (4) year course
2. Minimum of 2 years' experience on the position with similar job description
3. Strong written / oral communications and organizational skills are required
4. Proficient in office applications
5. Strong analytical skills, systematic and detailed oriented
6. With proven people skills
7. High stress tolerance

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